

## Committee Administration

### Purpose

The Association of Outdoor Recreation and Education is established as a member-driven association and is dependent on committee work to achieve its goals and objectives. Members are encouraged to be involved and contribute their time, energy, and expertise for the Association through committee work. Committees serve two purposes: first, to provide an outlet to pursue initiatives of the membership with the support of the BOD; and second, to fulfill ongoing expectations and work assigned by the BOD to maintain the Association's development. Six committees exist through the Association's Bylaws and five additional committees currently exist through member-driven interests. This document will serve as the official outline of the responsibilities and roles of a committee's membership, committee chair, and BOD liaison. Additional documents are under development to guide the specific projects of individual committees.

This document describes policy and procedures for the following:

1. Committee Roles and Responsibilities
2. Committee Work at the Annual Conference
3. Committee Work Throughout the year
4. Committee Development

### Stakeholders

Board of Directors, BOD committee liaisons, committee chairs, committee members

### Standing Committee Responsibilities

**Access:** Works to ensure that the members of the Association continue to have reasonable access to public lands and waterways; provides information and education to the membership around access, permitting, and good stewardship practices on public lands; develops and maintains good relationships between AORE and land agencies that our membership utilizes; and collaborates with other organizations that have similar land-use issues.

**Awards:** Annually recognizes work or leadership in the field of outdoor recreation and education, including contributions to the Association, which are far beyond the ordinary and which have had a significant and lasting impact on the Association and its mission. The committee also coordinates the Association's Student Literary Award and Professional Development Scholarships.

**Climbing Wall:** Serves as a collective voice for AORE member climbing walls to vendors and organizations, communicate with the BOD and Association members regarding trends in climbing wall management, and support the interests of AORE member climbing walls.

**Conference Development:** Serves the Association's future conference host by providing them with intellectual and human resources to help guide the development of successful conferences.

**Environmental Stewardship:** Establish goals and objectives that will reflect the Association's philosophy and commitment to environmental stewardship to include "greening" the conference and providing resources to help members "green" their programs.

**Marketing:** Provide the National Office, BOD, and Conference Host with the planning and development of comprehensive marketing plans and promotions for the Association and its conference. Seek out, build, and maintain relationships with student, professional, and vendor members that support the goals of the Association and that are mutually beneficial to members of the Association.

**Presenter Relations:** Recruit quality presenters and workshops that serve the needs of Association members and provide structure, support, and a feedback forum for conference presenters. Work alongside

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the conference host to update and post the call for proposals for the annual conference, review submissions, host presenter meetings, facilitate evaluations, and more.

**Presidential Advisory:** Catalog the history of the AORE, from the first conference on outdoor recreation in 1984 to present. Explain in as much detail as appropriate and practical, the central concept, themes, and decisions that have shaped our Association. Advise the BOD on issues and developments concerning the Association.

**Research and Publications:** Serves the membership through the dissemination and communication of scholarly work relevant to the association and larger profession while also providing vision and direction for research in the field.

**Student Development:** Strives to develop AORE student members into the professionals of the future. Standing responsibilities include résumé review, mentor program, student scholarship/auction, career center, student pre-conference session and the student business meeting.

### **Committee Roles and Responsibilities**

#### BOD Liaison:

Each committee will be assigned a BOD liaison who works with the committee chair to provide information, resources, support, and communication to and from the BOD. The responsibilities of the BOD liaison include:

- Contact the committee chair each month to identify progress being made towards committee goals. Provide direction and motivation to keep committees moving forward.
- Submit written updates, reports, proposals, requests, or other work at BOD meetings on the committee's progress, needs, ideas, and concerns.
- Each committee is responsible for submitting submit at least two articles for the Association Newsletter. The article should be submitted to the BOD liaison directly.
- Ensure standard procedures are followed for proposing National Office work or funding requests.
- Update the National Office to any changes in committee members and relay current contact information, including committee members' names, phone, and email.
- Facilitate committee conference calls.
- Send the listserv an update of committee progress each quarter to inform the membership on committee action.
- Each committee chair will have the opportunity to call in to a monthly BOD meeting to give an update on how they are meeting their set goals for the year, as well as to let them ask for direction from the BOD. The liaison should work with the committee chair to prepare them for this meeting.

#### Committee Chair:

The work of each committee is facilitated by a committee chair. Committee chairs are elected by the committee members at the annual conference. Committee chairs that choose to step down during their term or that do not meet the expectations detailed in this document will be replaced by the BOD.

To serve as chair, an individual

1. must be a current professional or student member of AORE;
2. cannot be the BOD liaison for the same committee;
3. would ideally have a history and relationship with AORE and understanding of AORE's mission and goals;
4. agrees to have regular and timely communication with the BOD liaison and committee members to meet deadlines as listed in this document.

The responsibilities of the committee chair include:

*At the annual conference:*

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- Host at least two on-site conference meetings at the annual conference as outlined in this document;
- Review and update, if needed, the committee mission statement at the annual conference;
- Establish and document 2-5 SMART [Specific, Measurable, Attainable, Realistic, and Timely] goals that support the committee's mission;
- Provide a report of the committee's mission, goals, and previous year's achievements at the annual conference business meeting;
- Collect contact information for the committee's members and submit to BOD liaison;
- Create a poster presentation for the annual conference using template provided by liaison.

*Throughout the year:*

- Adhere to all policies and procedures for committee work as assisted by the BOD liaison;
- Openly communicate with committee members including delegation of tasks and projects, as well as feedback received from BOD;
- Provide updates on committee's progress for each BOD meeting as requested by the BOD liaison;
- Provide a quarterly update of committee work via the listserv;
- Write at least one article per year for the Association Newsletter;
- Contact and relay information to committee members who were unable to attend the current conference.

Committee Members:

Committee members are expected to actively participate in accomplishing determined goals and objectives. Members are responsible for notifying their committee chair should they require a temporary absence. Members who remain inactive or are not able to be contacted may be removed from the committee roster. Committee chairs are expected to contact inactive members prior to termination from the committee.

**Committee Work at the Annual Conference**

The Annual Conference provides an outlet for committees to meet, establish goals and objectives, communicate with the membership, and recruit new members. The importance of committee work has been identified and the conference has incorporated committee meeting times to ensure that objectives are met.

The specific outcomes for committees at the conference are:

- To recruit new members;
- To review and communicate the past year's success and projects;
- To establish the coming year's goals and objectives;
- To review expectations and deadlines for the committee and chair;
- To review the process for communication and documentation of committee work through Basecamp;
- To establish a committee chair and introduce the BOD liaison;
- To communicate to the membership at the annual meeting the committee's identified goals and objectives and update from the previous year's project work; &
- To gather correct contact information for the committee.

To achieve the above goals, the conference has built into the schedule at least two meetings. The first meeting is facilitated by BOD liaison and last year's committee chair. The second meeting is facilitated by the newly elected committee chair. A third committee meeting is available for committees to complete unfinished topics from the first two meetings. Finally, the newly elected committee chair presents information related to the committee at the Association's annual business meeting.

Proposed Agenda Topics for First Meeting:

1. Describe role of committee work in AORE

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2. Discuss AORE Committee Manual
3. Review, and revise if necessary, committee's mission, goals, and objectives
4. Collect names and contact information for committee members
5. Define responsibilities of Liaison, Chair, & Members
6. Election of committee chair

Proposed Agenda Topics for Second Meeting:

1. Collect names and contact information for committee members
2. Review and complete unfinished topics from first meeting
3. Delegate projects and responsibilities to members
4. Prepare presentation for annual conference business meeting

Proposed Agenda Topics for Business Meeting Presentation:

1. Report the committee's current goals and objectives
2. Report an overview of the previous year's committee work.

Within two weeks of the end of the conference, the BOD liaison collects from the committee chair:

- Typed out list of members and contact info
- Typed out list of goals and objectives
- Typed out updated mission

**Committee Work Throughout the year**

Committee updates

Committee chairs should provide periodic updates to the BOD and membership regarding the work of the committee.

*BOD meetings*

Each committee BOD liaison is responsible to contact committee chairs one week prior the BOD meeting to request committee updates. The updates are due from the chair two days before the meeting or conference call. Updates will be inserted into the BOD meeting agenda.

Committee updates will include the following information:

- Committee name
- Committee chair and email
- Action items completed to date
- Upcoming action items
- Any requests [financial or otherwise] or clarification requested

*Newsletter articles*

Each committee is expected to submit at least one article for the Association Newsletter. These articles provide an outlet for the committee to share recent accomplishments, solicit feedback, and update membership on the current and future tasks and projects. Articles should be submitted directly to the BOD liaison.

*Listserv*

Each committee should send an update of committee progress via the listserv each quarter to update the membership on committee action.

Resources for committee chairs

*Committee funds*

Each committee is annually allocated a committee budget of \$500 to achieve or assist the committee with its documented goals and objectives. Requests will be made to the BOD by the committee's BOD liaison.

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All funding will be processed by the National Office once the proposal is approved by the BOD following the procedure outlined in the Expense Voucher policy.

#### *National Office Work*

If a committee would like to request help from the National Office, they can do so through the National Office via a request form included at the end of this document. The form should be submitted directly to the National Office by the BOD liaison or committee chair.

#### *Conference Calls*

If a committee would like to arrange a conference call, they can do so through the National Office via a request form included at the end of this document. The form should be submitted directly to the National Office by the BOD Liaison or Committee Chair. Conference call fees will be deducted from the committee's annual allocated funds.

#### *Website and Email Groups*

Committees have an online resource (Basecamp) available to them provided by AORE, and are expected to use this workspace for their communication, projects, and objectives. See the "how to's- Basecamp" on the next page. Committees may submit items for posting on the AORE website through the National Office.

### **Committee Development**

Committees may be formed any time during the year. An ideal time for creation is at the annual AORE conference; however, new committees may be organized at other times during the annual conference. Any interested AORE member who solicits at least two (2) other members may form a new committee. The committee initiator must provide an AORE Board of Director member with the following information:

- Committee name
- A brief description of the committee purpose and goals
- The name, address, phone number, and email of the initiator or chair if the committee has already selected one
- The names, phone numbers, and email addresses of committee members

After the information has been provided, the BOD will review the proposal and render a decision. An approved committee will be eligible for funds and additional resources. If a committee is organized during the conference, meeting space will be allotted as available.

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## HOW TO'S - BASECAMP

Purpose: This document is designed to assist BOD members in the functionality and use of basecamp among the committees.

Stakeholders: All BOD and AORE committee members

Procedure:

### **Logging in**

- Once invite is received via email, go to Basecamp and log in (directions will be included in the invite).
- Once successfully logged in, you will see the “dashboard.” The dashboard is a listing of all projects to which you have been granted access; check to be sure you have access to all appropriate projects.
- Change your password
  - To change your password, go to top left hand corner of page and select “my info.”
  - Go to “change password” and select your new password.

### **Basecamp Functions**

#### Selecting a Project

- To select a project click on the horizontal gray bars, which include “Association of Outdoor Recreation and Education – and project title.
- If lost on basecamp, click the “dashboard” link at the top right hand side of screen. This will take you back to the opening screen with all project listed.

#### Selecting a File

- Once in the correct project, click on the “files” link at the top of the page.
- You will see Word and Excel document icons and files listed on the page. These files are an illustration of files recently uploaded to the project.
- On the right side of the page you will see a list of files. Within these files all documents associated with the file name should be present.

#### Uploading a file

- Choose the correct project and click the files button.
- Once in the correct project and file, click the green “upload a file” button.
- Once selected the upload a file function will provide a browse option to find the file you wish to upload.
- Check to be certain that the file was put in the correct project and main file.

#### Posting a Message

- To post a message, be sure that you have selected the correct project from the dashboard.
- Click the “messages” button at the top of the page (row of blue tabs at the top of project).
- A window will open with a drop window at the top. The drop window is to label the topic of the message.
- Write you message in the space provided and send.
- You can send to the “entire AORE Association” or to specific members as you select them. If you choose “entire AORE Association” your message will go to everyone listed on Basecamp.

#### Utilizing the Calendar

- Click on the project you are working on.
- Click the “milestone” tab and add a new milestone.

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- In the calendar function click the proposed due date, create a title, and post a milestone.
- To edit milestone features, click “edit,” make the changes, and click save changes.

#### Whiteboards

- To begin or post to a whiteboard be sure that you have selected the correct project.
- Once open, the whiteboard function will list all boards associated with the project
- To post to a current whiteboard, select and begin your revisions.
- To start a new whiteboard go to high right side of the page and click the green circle next to the “create a whiteboard” link.
- A new whiteboard will appear and will subsequently be listed on that particular project’ whiteboard list.



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### National Office Work Request Form

Submitted by: \_\_\_\_\_ Please submit to:  
Name: \_\_\_\_\_ AORE National Office  
Telephone: \_\_\_\_\_ Fax: 810-299-3436  
Email: \_\_\_\_\_ Email: nationaloffice@aore.org  
Preferred method of communication:  Telephone  Email

Description of work requested (please include required resources and specific objectives):

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Contact before starting:  Yes  No

See attached:  Yes  No

Within Scope of Services:  Yes  No

Due date: \_\_\_\_\_

Priority: Low Medium High Drop Everything

Anticipated # of hours to complete: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For National Office Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Confirmed w/ requestor: \_\_\_\_\_ Forward to  
Board: \_\_\_\_\_ Assigned to: \_\_\_\_\_

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### **Conference Call Scheduling Request Form**

Committees may find conference calling useful to help organize and plan committee tasks. The expense of conference calls will be taken out of the committee's allotted funds. Conference call expenses do not need to be remitted to the BOD as a funds request, up to a maximum of \$150.00. Please submit this document to the NO at least 5 business days ahead of the scheduled call. Either a National Office member or the BOD liaison needs to be a part of the conference call. If a committee exceeds this total in conference call fees, the committee is required to submit a request proposal for more funds. Committees are encouraged to fill in this form and email it to: [nationaloffice@aore.org](mailto:nationaloffice@aore.org) or fax in the request.

**Committee name:**

**Date and time of call:**

**Expected call duration:**

**Estimated number of people attending:**

Upon receiving the submission request the NO will send out conference numbers to the committee chair and an estimate of the actual cost of the call.

For National Office Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Confirmed w/ requestor: \_\_\_\_\_  
Forward to Board: \_\_\_\_\_ Assigned to: \_\_\_\_\_